



Environmental Protection Agency

Vacancy Listing Report

Vacancy Number: Reg 9-DE-2006-0030

Vacancy Description: Program Analyst, GS-343-12 / 13 (Air)

Vac/Duty Loc 1: 001, San Francisco County, CA

Vac/Duty Loc 2:

Vac/Duty Loc 3:

Series/Grade: GS-0343-12/13

Hiring Agency: Environmental Protection Agency

Contact Information: Vicki Lane, 415-972-3827, lane.vicki@epa.gov

Promotion Potential: GS-13

Date Opened: 5/30/06

Date Closed: 6/19/06

Salary: 71237 - 110122

Information:

THIS ANNOUNCEMENT HAS BEEN EXTENDED TO JUNE 19, 2006.

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" PARAGRAPHS WHICH INCLUDE INSTRUCTIONS FOR SUBMITTING REQUIRED SUPPLEMENTAL DOCUMENTS NECESSARY IN ORDER TO BE CONSIDERED.

This position is also being advertised concurrently under announcement #Reg 9-MP-2006-0085. In order to be considered under multiple announcements applicants must apply separately under each announcement. This position may be filled by means other than this announcement.

RELOCATION EXPENSES

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

WHO MAY APPLY

All interested applicants with U. S. Citizenship or residence of American Samoa or Swains Islands.

LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Air Division, Immediate Office, 75 Hawthorne Street, San Francisco, California

NUMBER OF POSITIONS: 1 (Full-Time)

SALARY RANGE:

GS-12: □ \$71,237 - \$92,605 per annum

GS-13: □ \$84,713 - \$110,122 per annum

PROMOTIONAL POTENTIAL

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The highest grade (full performance level) of this position is GS-13. The position may be filled at either the GS-12 or GS-13 grade level. The primary difference between grade levels is the degree of supervision, the level of experience and/or training, and the complexity of assignment. A person selected at the GS-12 grade level may be promoted progressively to the full performance level of GS-13 without further competition.

DESCRIPTION OF WORK AT THE GS-13 LEVEL

The incumbent of this position works closely with the Division Director, Deputy Director, Associate Directors and Division managers to address a wide range of operational program issues. Assignments include responsibility for coordinating productive internal and external program communication materials that describe, explain, and report on the division's strategic program goals and accomplishments; coordinating with Headquarters and strategic planning offices on the division's operating plan, program commitments and reporting systems; coordinating division responses to Headquarters and regional policy and program initiatives, serving as a point of contact with Headquarters, state and local officials, elected officials, citizen groups, industry and the public on policy and program management issues; developing a variety of informational materials (including written executive reports, program materials, presentations, briefing papers and web content) to describe, explain and report on program matters. The incumbent applies a high level of expertise in writing, editing and oral communication techniques (including the web, charts and illustrations, etc.) to present information so each target audience can understand key messages and program information. Coordinates with the Office of Public Affairs interactions with elected officials and the media regarding the dissemination of program information and formulation of communication strategies necessary to establish effective working relationships, provide continuing communications and assistance in order to build an understanding of issues and priorities and to develop support for accomplishing the mission of the division. Provide division managers with recommendations on communication actions to be taken in order to address controversial program and policy matters. Meets with external groups (including industry and environmental organizations) to brief them on the purpose, operation, application and benefits of newly developed or modified program policies and procedures. In consultation with Division management, prepares the division's annual operating plan and program commitments. On behalf of the division, coordinates strategic planning issues with Headquarters and regional organizations. As assigned, serves as a liaison with Headquarters and regional managers to ensure national and regional goals are accomplished and program issues are resolved.

EMPLOYMENT CONDITIONS: The position may be subject to one or more of the following:

Union: ☐ NTEU

Medical Monitoring: No

Drug Testing: ☐ No

Financial Disclosure: No

Supervisory Probationary Period: NO



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One Year Probationary Period: YES (If applicable)

Position Sensitivity Level: Nonsensitive ☐

QUALIFICATION REQUIREMENTS

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards (www.opm.gov/qualifications/index.htm). Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-months period you will be credited with 6 months of experience).

For the GS-12 level:

One year of full-time specialized experience at or above the GS-11 level that demonstrates expertise in performing analytical assignments requiring knowledge of agency programs and policy matters in order to carry out the responsibilities of this position. This experience demonstrates responsibility for coordinating work between a variety of organizations involved in program and policy issues. The experience must demonstrate responsibility for coordinating between organizations and include responsibility for developing written informational materials and briefing materials that inform program and/or public officials of the organization's program accomplishments and/or policy matters.

For the GS-13 level:

One year of full-time specialized experience at or above the GS-12 level that demonstrates expertise in performing analytical assignments requiring substantive knowledge of complex agency programs and policy matters in order to carry out the responsibilities of this position. This experience demonstrates responsibility for serving as an advisor and liaison between a variety of internal and external organizations involved in program planning and public policy issues. The experience must demonstrate responsibility for coordinating productive interaction between organizations and include responsibility for developing a variety of informational materials, briefing papers and communication strategies that inform program and/or public officials of the organization's program accomplishments and policy matters. The experience must demonstrate significant oral and written communication responsibilities.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE

There is no allowable substitution of education for the GS-12 or GS-13 levels.

EVALUATION CRITERIA

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not respond to the application questions may be rated ineligible.



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Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

WARNING! Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly support your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT: Please follow directions for paragraphs 1, 2 and A through D (1) through (5).

1. Resume and application questions for this vacancy MUST be received on-line via the www.epa.gov/ezhire web site BEFORE midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a COMPLETE online resume, you WILL NOT be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at www.opm.gov/forms/html/of.htm. Paper applications WILL NOT be accepted and requests for extensions WILL NOT be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants MUST CONTACT the servicing Human Resources Office PRIOR TO THE CLOSING DATE to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit www.epa.gov/ezhire to apply for this position.

2. Submit all required supplemental application materials by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Supplemental application materials may include one or more of the following:

A. If the position announcement lists the completion of specific college course work under the qualification requirements, submit a copy of

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college transcripts or provide a list of college courses completed. A list of college courses must identify the department under which the college course was taken, course number, and number of semester or quarter units completed. (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

B. Foreign Education: If you are qualifying for this position in part based upon the completion of a foreign degree, applicants must have their foreign education certified by an accredited American Academic Institute or private credentials evaluation service. Reference: www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating if the education is required for qualification purposes.)

C. Candidates claiming veteran preference must submit the following information in order to receive preference.

DD-214 Discharge Papers

SF-15 Application for 10 point Veterans Preference (Mandatory if applicable)

Supporting documentation as required by SF-15 (Mandatory if applicable)

If you are claiming 10 point Veterans Preference and do not submit the SF-15 and supporting documentation listed above, you will be given Tentative Preference (5-point Veterans Preference) if service dates permit such preference.

(Reference www.opm.gov/veterans/index or www.opm.gov/html/vetguide.htm)

D. DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY
CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION
ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. You will not receive priority consideration under ICTAP eligibility unless you submit all supporting documentation as indicated below. To receive this priority consideration you must:

1. Be a displaced Federal employee within the commute area within the last year. You must submit a copy of the appropriate documentation such as a RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status.
2. Apply for a position at or below the grade level of the position from which you have been separated. The position to which you are applying must not have a greater promotion potential than the position from which you were separated. If you are applying for a position with higher promotion potential, you will not be given priority consideration but will be given consideration under the standard applicant referral procedures of the vacancy announcement.



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3. Have a current (or last) performance rating of record of at least fully successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)

4. Occupy or be displaced from a position within the local commuting area.

5. Meet minimum qualification requirements including any selective factor, if applicable, and be rated well qualified for the position.

For more information on ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

ADDITIONAL APPLICATION INSTRUCTIONS

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9
Human Resources Office, PMD-12
75 Hawthorne Street
San Francisco, CA 94105

WHERE TO OBTAIN MORE INFORMATION

For job information you may search www.usajobs.opm.gov or www.epa.gov/ezhire. You may also call our office at (415) 972-3817.

REASONABLE ACCOMMODATION

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

EQUAL EMPLOYMENT OPPORTUNITY

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.